

MCHENRY COUNTY

TUBERCULOSIS AND TREATMENT

MINUTES • January 28, 2020

1. CALL TO ORDER

Meeting to order at 8:03 am by Fran Stanwood BSN, RN

PRESENT: Dr. James Mowery M.D., Fran Stanwood BSN, RN, Melissa H. Adamson MPH Administrator, Susan Karras MBA, BSN, RN Director of Nursing, Jennifer Schorsch BS, RN, NE-BC, Assistant Director of Nursing, Danielle Burck BSN, RN.

ABSENT: Rebecca Rockwood MT

2. PUBLIC COMMENT

3. MINUTES APPROVAL

RESULT:	ACCEPTED (UNANIMOUS)
MOVER:	James Mowery
SECONDER:	Fran Stanwood
ABSENT:	Rebecca Rockwood

A. Tuberculosis and Treatment- Board Meeting Minutes- November 19, 2019

4. CONSENT AGENDA

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	James Mowery
SECONDER:	Fran Stanwood
ABSENT:	Rebecca Rockwood

A. Disbursements: November - December 2019

B. Income & Expenses: November - December 2019

Susan Karras MBA, BSN, RN Director of Nursing, introduced Hillary Huntington Accountant II, to the TB board. Hillary Huntington was in attendance in order to provide an update on the missing information within the income and expense report. Further explanation was provided in regard to some issues with the new D365 account system, and how quickly information can be provided to the TB board.

Hillary Huntington Accountant II, addressed the previous income and expense reports along with the disbursement reports.

The finance department is currently posting these reports internally, then reports can be generated with accurate salary and fringe numbers. Since switching to D365 there has been a delay to when finances can post those final numbers. Based on payroll labor distribution reports the numbers could be included, but there would not be a financial system-generated report to show the TB board members. Hillary Huntington Accountant II, asked the board if moving forward they would like to see what the numbers are, or proceed by excluding the salary and fringe from the reports.

Fran Stanwood BSN, RN, expressed that she would prefer to see what the numbers are.

Hillary Huntington Accountant II assured board members that numbers could be provided based on the payroll report that is obtained when the checks are cut. She restated that finance will not be able to have the final internal postings completed by the time the board meets. Therefore, a report generated from the financial system showing those postings will not be available. She noted that when the postings do become available they could be used to verify information that was provided to the board members.

Dr. James Mowery M.D., wanted to know, in terms of months, how far behind they are.

Hillary Huntington Accountant II addressed the question by stating they are currently quite a few months behind. There has been discussions with finance to try and remedy the situation and create a more functional cycle. When using the performance system there was only about a month delay, which was manageable as far as reconciliation. Currently since having switched to D365 they have been a few months behind, but reconciliation has been achieved based on payroll reports retrieved from ADP. Moving forward the hope is there will only be about a month delay which is common.

Susan Karras MBA, BSN, RN Director of Nursing, confirmed that in preparation for this meeting, Hillary did not have the postings from October and November salaries. Therefore Hillary needed to pull the disbursements from ADP, which is a different system, in order to provide numbers in the income and expense report. When the actual numbers are loaded then they can be cross-checked for accuracy and reviewed for any possible variance.

Dr. James Mowery M.D., further inquired about potential variances, and whether the board would be notified of such discrepancy.

Hillary Huntington Accountant II told the board that the only potential variance could be if someone received insurance benefits or withdrew from receiving insurance benefits. She assured the board that they would be notified of any variance found when verifying the information.

Susan Karras MBA, BSN, RN Director of Nursing, asked the board members if they would in fact like to proceed and have the numbers provided while noting any variance that could be identified.

Dr. James Mowery M.D., and Fran Stanwood BSN, RN, both agreed to proceed.

C. By-Laws

Susan Karras MBA, BSN, RN Director of Nursing, addressed the need to approve the by-laws because changes can't be made unless all board members are in attendance. It was also noted that a vacant position still remains on the TB board and the importance of filling that position promptly. There was also reference to the previous discussion about calling into the meeting but because a quorum would be required it would not be in their best interest to pursue this further at this point in time.

Fran Stanwood BSN, RN, directed a question at Susan, as to if anyone has demonstrated interest in the vacant TB board position.

Susan Karras MBA, BSN, RN Director of Nursing, stated that some who have shown interest has been directed to the website in order to apply. She has also made herself available to address any questions potential applicants may have. She then invited the board to proceed by approving the by-laws without making any changes.

Fran Stanwood BSN, RN, voted to approve the by-laws.

Dr. James Mowery M.D. had a question in regard to the income and expense statement, line item 9990 and what it represents.

Melissa H. Adamson MPH Administrator referring to the spreadsheet, clarified that line item 9990 refers to the utilization fund. This fund allows the expenditures to be reached, and balance out the revenue and expenses.

Dr. James Mowery M.D., wanted to know where the fund balance can be found.

Melissa H. Adamson MPH Administrator, mentioned that the fund balance is not reflected initially but it does become visible when the levy is completed.

Susan Karras MBA, BSN, RN Director of Nursing, added that when the budget is done there is a total of what was used for the utilization of funds in order to balance everything out. This may not be posted until needed, although it should appear in the 2019 report, therefore the thought is that for some reason it is not pulling from the D365.

Hillary Huntington Accountant II stated that she will look into this matter further in order to verify why the numbers are not being reflected on the spreadsheet.

Dr. James Mowery M.D. expressed concern about approving a budget without having the necessary information and then having a shortfall as a result.

Susan Karras MBA, BSN, RN Director of Nursing, addressed these concerns by retrieving the budget previously approved for the fiscal year 2020 and demonstrating line item 2502 which clearly indicates the utilization fund balance. Overall it was noted that at the time of budget they are notified how the utilization of funds was used in previous years and based on that information a flat amount is developed.

Dr. James Mowery M.D., and Fran Stanwood BSN, RN, were satisfied with the explanations given but they did express reservations about having sufficient money and the declining fund balance.

Melissa H. Adamson MPH Administrator also shared these concerns and made them aware that further discussion on this matter would take place later on in the agenda.

5. Contracts, Agreements, and/or Addendums

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	James Mowery
SECONDER:	Fran Stanwood
ABSENT:	Rebecca Rockwood

A. Boone County Service Partnership Agreement

Susan Karras MBA, BSN, RN Director of Nursing, presented the previously discussed contract with Boone County. This contract states that we agree to provide medical consultation for their clients.

Danielle Burck BSN, RN, informed the board that Dr. Hafiz has agreed to provide this medical consultation.

Susan Karras MBA, BSN, RN Director of Nursing, reviewed the contract and the fees that Boone County has agreed to. There are fees for everyone, and they are subject to change based on medication prices and lab contract pricing.

Fran Stanwood BSN, RN, asked if Dr. Hafiz was still agreeable to the payment that has already been established.

Susan Karras MBA, BSN, RN Director of Nursing, said that Dr. Hafiz has agreed to the payment as well as seeing these clients here in Mchenry County. Payment will be made to Dr. Hafiz and reimbursement will be provided by Boone County, in addition to any other fees incurred on their residents, such as labs and medication if needed. The primary need is having an infectious disease physician to order what they need, and being a consultant to the physician managing the case in Boone County.

Danielle Burck BSN, RN, inquired as to if Boone County has a contract with other counties.

Susan Karras MBA, BSN, RN Director of Nursing, stated that Boone County does currently have a contract with Winnebago County, but it is unknown whether they will be renewing that contract.

6. Monthly Report

A. Coordinators Report

Danielle Burck BSN, RN, reviewed the monthly nurse report including an update on the active client who was identified in December based on CT scans. This client is currently completing two months of RIPE. 3HP has been very successful, with ten clients completing this treatment.

Dr. James Mowery M.D. asked if the decrease in DOT numbers were a result of this increase in 3HP.

Danielle Burck BSN, RN, stated that the 3HP is not included in the DOT numbers, those are only the active clients, and the 3HP is for the latent clients coming into the clinic. One client was completed in approximately July and then another active client was started in December. She also included information regarding the nurses attending webinars, and currently conducting annual TB testing for all the staff.

Fran Stanwood BSN, RN, had a question about where the TB testing is taking place.

Danielle Burck BSN, RN, explained that the TB exam room is currently located in the back of all other intake and exam rooms. This purposeful planning allows for active TB clients to be escorted through the back stairwell and into the TB exam room. Although the room does have the appropriate filtration system built into the room, the clients would still be required to wear a mask as an extra measure of protection. She continued by reviewing the NIPHC report and providing an update on the XDR case in Cook County.

Fran Stanwood BSN, RN, discussed the article and the interesting findings of a vaccine preventing pulmonary tuberculosis, it is currently in the infant stages and being compared to BCG.

B. Statistics

C. IDPH Report

D. TB Profile Report

7. PROGRAM HIGHLIGHTS

8. OLD BUSINESS

9. NEW BUSINESS

A. TB Tax Levy

Susan Karras MBA, BSN, RN Director of Nursing, commenced by providing a spreadsheet generated by Melissa H. Adamson MPH Administrator, which provides an estimated projection of the 2022 numbers and potential variance.

Melissa H. Adamson MPH Administrator explained how numbers from years 2015 to 2019 were utilized to determine what the fund balance would be by the years 2021 and 2022. If the levy goes unchanged the deficit would be inevitable and significant increase in the amount of deficit would occur in the years to follow.

Susan Karras MBA, BSN, RN Director of Nursing, is expecting permanent changes to the levy which will have a significant impact on the TB program.

Melissa H. Adamson MPH Administrator stated the important of advocating for this program and requesting more go back into the levy. A decrease or nonexistent levy would have substantial ramifications, especially if there were to be an XDR case.

Susan Karras MBA, BSN, RN Director of Nursing, made it clear that regardless of the funds available we are financially responsible for treating these clients if they are unable to do so themselves.

Danielle Burck BSN, RN, emphasized these points by relating how much is needed in order to treat a basic TB client. Repeat CT scans and medication is required and because the client does not have the appropriate funding, the responsibility falls upon this program.

Dr. James Mowery M.D., would like to have further discussions and meet with the public health and human service committee in order to reach an adequate resolution. He emphasized the importance of preparing for the year 2021 by advocating on behalf of the TB board.

Melissa H. Adamson MPH Administrator agreed that creating awareness and commencing dialogue about the levy, and what the implications would be further down the road, is vital.

Susan Karras MBA, BSN, RN Director of Nursing, with the help of Melissa H. Adamson MPH Administrator, would like to proceed by scheduling dates to meet together and discuss what they will be presenting to the public health and human service committee. They would like to bring attention to the correlation between the increased number of latent TB clients being treated and the decreasing number of active TB clients. The intervention has been very successful in

preventing active TB within Mchenry County, therefore it is essential that people are made aware of its importance.

Dr. James Mowery M.D. highlighted the importance of prevention and that although there is an upfront cost to treat latent TB clients, the result is a decrease in active TB clients who would be at a significantly higher cost to treat.

10. BOARD ISSUES

11. ADJOURNMENT

A Motion was made by Dr. James Mowery, second by Fran Stanwood, to adjourn the TB board meeting at 8:45 am.